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MOS Study Guide

for Microsoft®
**Word, Excel,
PowerPoint,
& Outlook®**
Exams

2010

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Joan Lambert
Joyce Cox

Sample Chapters

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3 Working with Graphical and Multimedia Elements

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft PowerPoint 2010 relate to the graphics, sounds, and videos you can add to slides. Specifically, the following objectives are associated with this set of skills:

- 3.1** Manipulate Graphical Elements
 - 3.2** Manipulate Images
 - 3.3** Modify WordArt and Shapes
 - 3.4** Manipulate SmartArt
 - 3.5** Edit Video and Audio Content
-

These days, presentations are usually delivered electronically and often include more graphics than words. They might also include audio content such as music, and video content such as advertisements or interviews. To meet the demand for more dynamic, visual content, PowerPoint provides many powerful tools for working with graphics and multimedia. Some of these tools work with any type of graphical element, and others are specifically geared to a particular type.

This chapter guides you in studying the common techniques for formatting any graphical element, as well as specific techniques for formatting images, WordArt text, shapes, SmartArt diagrams, videos, and sounds.

Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the PowerPoint\Objective3 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

3.1 Manipulate Graphical Elements

Tip This section discusses the techniques you can use to work with all types of graphic elements. For techniques that are specific to a particular type of graphic element, see the subsequent sections in this chapter.

Opening the Format Dialog Box

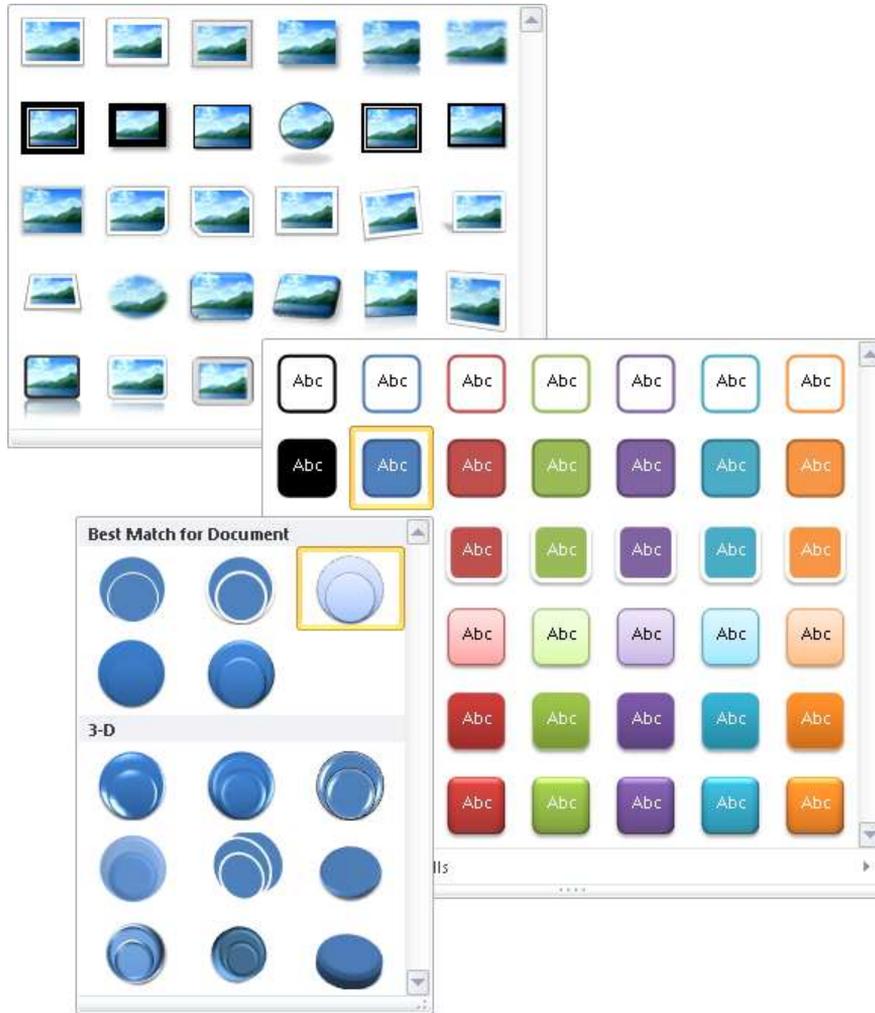
All graphical and multimedia elements have a Format dialog box that is specific to that type of element. Although PowerPoint provides ready-made styles and effects that you can apply to an element with a few clicks, it is often quicker to use this multipage dialog box to apply custom sets of formatting.

➤ To open the Format dialog box for a graphic element

→ Right-click the element, and then click **Format <element type>**.

Applying Styles, Borders, and Effects

After you insert a picture, clip art image, SmartArt graphic, or shape, you can quickly change the way it looks by applying a style. Styles are one-click combinations of borders and effects that are appropriate to each type of graphic element.



In addition to applying ready-made styles, you can also apply borders and effects to create your own combinations.

➤ **To apply a style to a selected graphic element**

- ➔ On the **Format** contextual tab for the graphic element type, in the **Styles** gallery, click the thumbnail of the style you want.

Tip For a SmartArt graphic, you can apply a Shape style to a selected graphic shape from the SmartArt Tools Format contextual tab, or you can apply a SmartArt style to the graphic as a whole from the SmartArt Tools Design contextual tab.

➤ **To apply a custom border to a selected graphic element**

→ On the **Format** contextual tab, in the **Border** palette, click the color, weight, and style you want.

➤ **To apply custom effects to a selected graphic element**

→ On the **Format** contextual tab, in the **Effects** palette, click a type of effect, and then click the effect you want.

Sizing and Positioning a Graphic

You can change the size of a graphic element by dragging handles, by specifying the height and width, or by scaling it in proportion to its original size.

You can change the orientation of many types of graphics by rotating or flipping them. Rotating turns the graphic 90 degrees to the right or left; flipping turns it 180 degrees horizontally or vertically. You can also rotate the graphic to any degree by dragging its green rotating handle.

When a graphic is the size you want, you can position it roughly by dragging it, position it exactly by setting coordinates, or position it visually by using a grid and guides.

The grid is a fixed matrix of horizontal and vertical dotted lines for which you can specify the spacing. The guides are a movable pair of horizontal and vertical lines. As you drag a guide, a ScreenTip shows in inches how far the guide is from the center of the slide.



Tip When the Snap Objects To Grid check box is selected in the Grid And Guides dialog box, guides and graphics snap to the grid whether or not it is visible.

➤ **To change the size of a selected graphic element**

- ➔ Drag a sizing handle until the image is the shape and size you want.
- ➔ On the **Format** contextual tab for the graphic element type, in the **Size** group, change the **Shape Height** or **Shape Width** setting.

Or

1. On the **Format** contextual tab, click the **Size** dialog box launcher.
2. On the **Size** page of the **Format** dialog box, in the **Size and rotate** area, change the **Height** or **Width** setting. Then click **Close**.

Tip You cannot change the height and the width of an image disproportionately unless the Lock Aspect Ratio check box is cleared.

➤ **To change the scale of a selected graphic element**

- ➔ On the **Size** page of the **Format** dialog box, in the **Scale** area, change the **Height** or **Width** setting. Then click **Close**.

➤ **To rotate a selected graphic element**

- ➔ Drag the green rotating handle until the image sits at the angle you want.
- ➔ On the **Size** page of the **Format** dialog box, in the **Size and rotate** area, change the **Rotation** setting. Then click **Close**.

Or

1. On the **Format** contextual tab, in the **Arrange** group, click the **Rotate** button.
2. In the **Rotate** gallery, click the option you want.

➤ **To position a selected graphic element**

- ➔ Drag the image to the position you want.
- ➔ On the **Position** page of the **Format** dialog box, change the **Horizontal** or **Vertical** setting and the adjacent measurement. Then click **Close**.

➤ **To display gridlines and guides to assist in positioning graphic elements**

- ➔ On the **View** tab, in the **Show** group, select the **Gridlines** or **Guides** check box.

Or

1. Right-click a blank area of the slide, and then click **Grid and Guides**.
2. In the **Grid and Guides** dialog box, select the options you want, and then click **OK**.

Tip To quickly arrange a set of selected graphics that includes pictures, you can apply a SmartArt picture layout to them. Clicking **Picture Layout** in the **Picture Styles** group on the **Picture Tools Format** contextual tab displays a gallery of SmartArt picture diagrams. When you click a layout, PowerPoint moves the graphics into that arrangement, and you can then manipulate the graphics as you would the shapes in any diagram. For information about SmartArt, see section 3.4, "Manipulate SmartArt."

Changing the Stacking Order

When graphics overlap each other, they are *stacked*. The stacking order is determined by the order in which you inserted the graphics, but you can change it by moving graphics in the stack.

Tip If you can't select a graphic because it is covered by others in the stack, click the **Selection Pane** button in the **Arrange** group on the **Format** contextual tab to display the **Selection And Visibility** task pane, and then select the graphic you want from the **Shapes On This Slide** list.

> To bring a selected graphic forward in the stack

- On the **Format** contextual tab for the graphic element type, in the **Arrange** group, click the **Bring Forward** button to move the graphic forward one step at a time.
- On the **Format** contextual tab, in the **Arrange** group, display the **Bring Forward** list, and then click **Bring to Front** to move the graphic to the top of the stack.

> To send a selected graphic backward in the stack

- On the **Format** contextual tab, in the **Arrange** group, click the **Send Backward** button to move the graphic backward one step at a time.
- On the **Format** contextual tab, in the **Arrange** group, display the **Send Backward** list, and then click **Send to Back** to move the graphic to the bottom of the stack.

Grouping Graphics

When you have multiple graphic elements on a slide, you can group them so that you can format, copy, and move them as a unit. You can change the attributes of an individual element—for example, its color, size, or location—without ungrouping the graphics.

Tip If you click the buttons in the Images or Illustrations group on the Insert tab to add graphic elements to a slide that does not include a content placeholder, you can group them. However, if the slide does include a content placeholder, you cannot group the graphics no matter which method you use to insert them.

➤ To group or ungroup selected graphic elements

- ➔ On the **Format** contextual tab for the graphic element type, in the **Arrange** group, click the **Group** button, and then in the list, click **Group** or **Ungroup**.

➤ To regroup graphic elements

1. Select one of the formerly grouped elements.
2. On the **Format** contextual tab, in the **Arrange** group, click the **Group** button, and then in the list, click **Regroup**.

Aligning Graphics

Strategy The alignment options can produce unexpected results when multiple images are selected, depending on whether **Align To Slide** or **Align Selected Objects** is turned on. Practice selecting the same images in different orders and then using various commands in the **Align** list to become familiar with the results.

After inserting pictures, clip art images, shapes, or diagrams in approximate locations, you can align them precisely in several ways. For example, you can:

- Align graphics vertically by their left or right edges or centerline, or horizontally by the top or bottom edges or centerline.
- Distribute graphics evenly within their current space, either horizontally or vertically.
- Align graphics relative to the slide that contains them or to other selected objects.
- Align graphics relative to a position on the slide.
- Align graphics against adjustable horizontal and vertical guides.

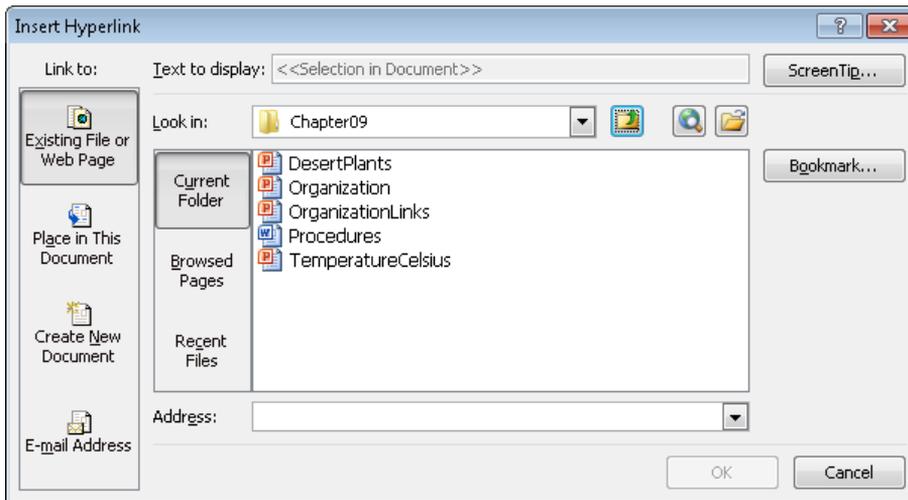
➤ To align selected graphic elements

- On the **Format** contextual tab, in the **Arrange** group, click the type of alignment you want in the **Align** list.

Tip By default, a single selected graphic is aligned to the slide and multiple selected graphics are aligned to the first graphic selected.

Linking Graphics to Other Information

You can attach a hyperlink to a graphic element to provide access to supporting details. Clicking the hyperlinked element then takes you directly to the linked details, which might be on a hidden slide, in another presentation, in a file on your computer or your organization's network, or on a website. To let people know the type of information that will be displayed when the link is clicked, you can specify text that should appear in a ScreenTip when they point to the linked element.



Tip You can also use a hyperlink to open an email message window so that people viewing the presentation electronically can easily contact you or your organization.

Editing the graphic does not disrupt the hyperlink; however, deleting the graphic also deletes the hyperlink.

Tip You can attach a hyperlink to any selected object on a slide, such as text, a chart element, or a table.

➤ **To link the selected graphic to a different slide**

1. On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
2. In the **Insert Hyperlink** dialog box, under **Link to**, click **Place in This Document**.
3. In the **Select a place in this document** list, click the slide you want, and then click **OK**.

Tip To test the hyperlink, you must be in **Slide Show** view or **Reading** view.

➤ **To link the selected graphic to a different presentation or a file**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Do one of the following, and then click **OK**:
 - With **Current Folder** selected, locate and click the file you want.
 - Click **Recent Files**, and then in the list, click the file you want.

➤ **To link the selected graphic to a webpage**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Do one of the following, and then click **OK**:
 - In the **Address** box, enter the URL of the webpage.
 - Click **Browsed Pages**, and then in the list, click the URL you want.

➤ **To link the selected graphic to an email message form**

1. In the **Insert Hyperlink** dialog box, under **Link to**, click **E-mail Address**.
2. In the **E-mail address** box, enter the recipient's address, and in the **Subject** box, enter a message subject (optional).
3. In the **Insert Hyperlink** dialog box, click **OK**.

➤ **To create a ScreenTip for a linked graphic**

1. In the upper-right corner of the **Insert Hyperlink** dialog box, click **ScreenTip**.
2. In the **Set Hyperlink ScreenTip** dialog box, in the **ScreenTip** text box, enter the text you want to appear, and then click **OK**.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *Pollution* presentation, on slide 4, apply the Bevel Rectangle style and a gold border to the picture. Then make the picture 6 inches high by 6 inches wide, and position it so that its upper-left corner sits at the 3-inch mark on both the vertical and horizontal rulers.
- On slide 4, make the slide title sit on top of the picture. Then bottom-align the arrow with the picture, and right-align the arrow with the slide.
- On slide 4, attach a hyperlink to the picture so that clicking it displays the hidden slide 5.
- On slide 5, link the graphic to the Air Pollution webpage of the Environmental Protection Agency's website (www.epa.gov). Create a ScreenTip that displays the words *Click here to find out what makes air unhealthy* when someone points to the graphic.

3.2 Manipulate Images

Cropping Images

For pictures and clip art images, you can focus attention on a particular part of an image by cropping away the parts you don't need. In addition to being able to crop free-hand, you can use one of several ready-made aspect-ratio settings that take the guesswork out of cropping, including the following:

- Square (1:1)
- Portrait (2:3, 3:4, 3:5, and 4:5)
- Landscape (3:2, 4:3, 5:3, 5:4, 16:9, and 16:10)

When you select an aspect ratio, PowerPoint centers a cropping frame of that ratio over the picture. You can then move the picture under the cropping frame so that it encompasses the part of the picture you want.

You can also crop a picture to fill a picture area, to fit a picture area, or to fit any of the shapes in the Shape gallery.



➤ **To crop a selected image by hand**

1. On the Picture Tools **Format** contextual tab, in the **Size** group, click the **Crop** button.
2. Move the cropping pointer over one of the cropping handles surrounding the image, and drag to crop away the parts of the image you don't want.
3. Click the **Crop** button to turn off the cropping pointer.

➤ **To crop a selected image to a specific aspect ratio**

1. On the **Format** contextual tab, in the **Size** group, display the **Crop** list, click **Aspect Ratio**, and then click the aspect you want.
2. Move the picture under the cropping frame until the frame encompasses the part of the image you want.
3. Click the **Crop** button to turn off the cropping frame.

➤ **To crop a selected image to fill or fit the current shape**

- On the **Format** contextual tab, in the **Size** group, display the **Crop** list, and click **Fill** or **Fit**.

➤ **To crop a selected image to fit a different shape**

- On the **Format** contextual tab, in the **Size** group, display the **Crop** list, click **Crop to Shape**, and then in the **Shape** gallery, click the shape you want.

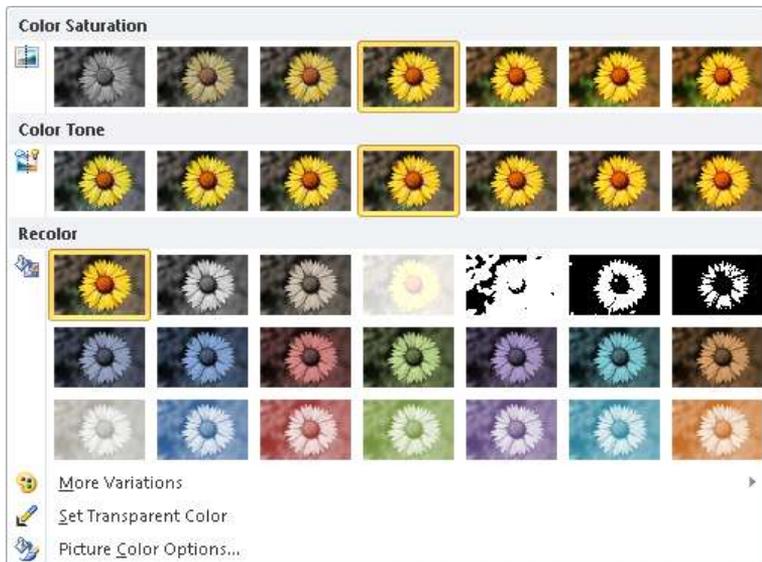
Formatting Images

After you insert a picture or clip art image into your presentation, you can modify it in the following ways:

- Remove the background.
- Make it sharper or softer and adjust the brightness and contrast.



- Tint the image with various shades of a color, or make parts of an image transparent.



- Apply artistic effects that render the image in other styles, such as a watercolor, etching, or photocopy.



➤ **To remove the background of a selected image**

1. On the Picture Tools **Format** contextual tab, in the **Adjust** group, click the **Remove Background** button.
2. If necessary, adjust the size of the rectangle outside of which the background will be removed.
3. On the **Background Removal** contextual tab, in the **Refine** group, click the **Mark Areas to Keep**, **Mark Areas to Remove**, or **Delete Mark** button, and then click any areas of the picture within the rectangle that you want to adjust, until the picture shows only the areas you want to keep.
4. In the **Close** group, do one of the following:
 - Click **Discard All Changes** to restore the background.
 - Click **Keep Changes** to remove the designated background areas from the picture.

Tip After removing the background from an image, you might want to crop it to reduce the size of the picture area.

➤ **To modify the sharpness, softness, brightness, or contrast of a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Corrections** button.
2. In the **Corrections** gallery, in the **Sharpen and Soften** or **Brightness and Contrast** areas, click the option you want.

➤ **To change the color of a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Color** button.
2. In the **Color** gallery, in the **Color Saturation**, **Color Tone**, or **Recolor** areas, click the option you want.

➤ **To make areas of a selected image transparent**

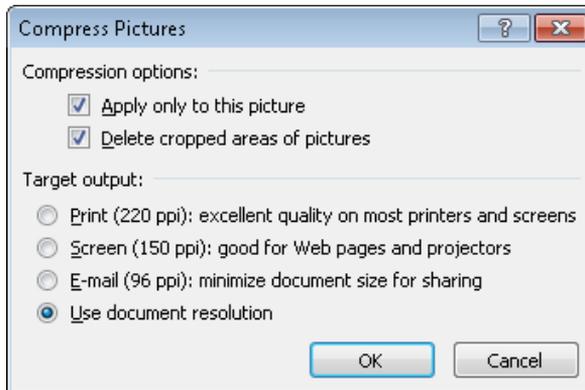
1. In the **Color** gallery, click **Set Transparent Color**.
2. In the image, click the area you want to be transparent.

➤ **To apply artistic effects to a selected image**

1. On the **Format** contextual tab, in the **Adjust** group, click the **Artistic Effects** button.
2. In the **Artistic Effects** gallery, click the desired effect.

Compressing Pictures

Picture-intensive presentation files can be quite large. You might want to compress the pictures to make the presentation file smaller and more portable.



➤ **To compress a selected picture**

1. On the **Picture Tools Format** contextual tab, in the **Adjust** group, click the **Compress Pictures** button.
2. In the **Compress Pictures** dialog box, do one of the following, and then click **OK**:
 - Select the **Apply only to this picture** check box to compress only the active picture, or clear it to compress all pictures in the presentation.
 - Select the **Delete cropped areas of pictures** check box to delete the pixels you crop away, or clear the check box to only hide them.
 - Click the resolution (in pixels per inch, or ppi) best suited to your target output.

Resetting or Replacing Images

If you don't like the changes you have made to an image, you can easily restore the original image. If you decide to try a different image, you can simply replace it.

➤ To discard changes to a selected image

- To discard changes other than sizing, on the Picture Tools **Format** contextual tab, in the **Adjust** group, click the **Reset Picture** button.
- To discard all changes, including sizing, display the **Reset Picture** list, and then click **Reset Picture & Size**.

➤ To replace a selected image

1. On the **Format** contextual tab, in the **Adjust** group, click the **Change Picture** button.
2. In the **Insert Picture** dialog box, locate and double-click the replacement picture.

Practice Tasks

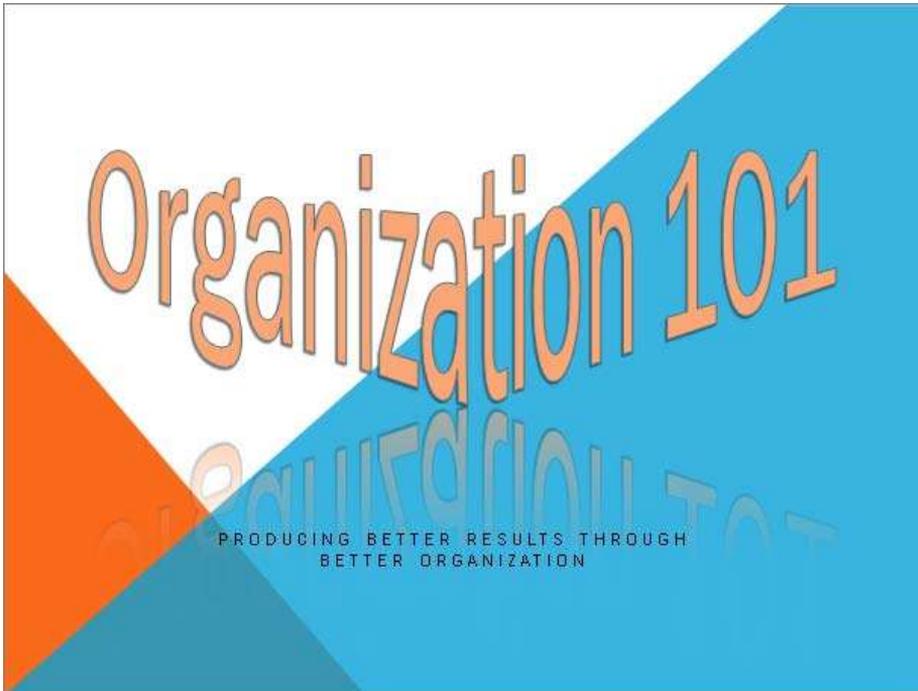
The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *PhotoAlbum* presentation, on slide 2, crop both pictures to a portrait aspect ratio of 2:3, with the flowers centered. Then size and position them so that they take up most of the slide.
- On slide 2, increase the contrast of both pictures by 20 percent.
- On slide 3, crop both images to a square aspect ratio, with the flowers centered. Then size and position them so that they are evenly distributed on the slide.
- On slide 3, remove the background of both pictures. Then make the flower on the left look like a line drawing and the flower on the right look like a smooth pastel sketch.

3.3 Modify WordArt and Shapes

Working with WordArt

If you want to add a fancy title to a slide and you can't achieve the effect you want with regular text formatting, you can use WordArt to create stylized text in various shapes. WordArt text can be stretched horizontally, vertically, or diagonally to shape it in fantastic ways. You can also apply additional formatting to achieve unique effects.



> To create WordArt text

1. On the **Insert** tab, in the **Text** group, click the **WordArt** button.
2. In the **WordArt** gallery, click the style you want.
3. In the text box, enter your text.

> To apply a different style to selected WordArt text

- On the **Drawing Tools Format** contextual tab, in the **WordArt Styles** group, display the **WordArt Styles** gallery, and then click the style you want to apply.

Tip You can apply a WordArt style to any text.

➤ **To add special effects to selected WordArt text**

1. On the **Format** contextual tab, in the **WordArt Styles** group, click the **Text Effects** button.
2. In the **Text Effects** gallery, click an effect category, and then choose the one you want.

➤ **To change the shape of selected WordArt text**

1. On the **Format** contextual tab, in the **WordArt Styles** group, click the **Text Effects** button, and then click **Transform**.
2. In the **Transform** gallery, click the shape you want.
3. Size and position the WordArt object the same way you would size and position any other text box.
4. To exaggerate the shape, drag the purple diamond handle to achieve the effect you want.

Tip You can use text effects to format and change the shape of any text.

➤ **To remove WordArt styling from selected text**

- ➔ On the **Format** contextual tab, in the **WordArt Styles** group, display the **WordArt Styles** gallery, and then click **Clear WordArt**.

Working with Shapes

To emphasize key points in a presentation, you can draw shapes, including stars, banners, boxes, lines, circles, and squares. You can also combine shapes to create simple illustrations.

Tip You can create a copy of a selected shape by dragging it while holding down the **Ctrl** key.

After drawing a shape, you can format it by using the same techniques you would use to format a text box. The quickest way to apply an eye-catching combination of formatting is to use a style. If you format a shape and then want all subsequent shapes you draw in the same presentation to have the same formatting, you can set the formatting combination as the default.

See Also For information about formatting text boxes, see section 2.6, “Format Text Boxes.” For information about using styles, see section 3.1, “Manipulate Graphical Elements.”

You can add text to a shape and then format it the same way you would format any text, including by applying a WordArt style to it.

If you want to show a relationship between two shapes, you can connect them with a line by joining special handles called *connection points*. Moving a connected shape also moves the line, maintaining the relationship between the connected shapes.



➤ **To draw a shape**

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
2. In the **Shapes** gallery, click the shape you want.
3. Move the crosshair pointer to the position on the slide where you want the upper-left corner of the shape to be, and drag down and to the right to draw a shape the size you want.

Tip To draw a circle or a square, click the **Oval** or a **Rectangle** shape, and hold down the **Shift** key while you drag.

➤ **To change to a different shape**

1. With the shape selected, on the **Drawing Tools Format** contextual tab, in the **Insert Shapes** group, click the **Edit Shape** button.
2. Click **Change Shape**, and then in the **Shapes** gallery, click the shape you want.

Tip If a shape has a yellow diamond handle, you can drag this handle to alter the appearance of the shape without changing its size or angle of rotation.

➤ **To make the formatting of the selected shape the default for future shapes**

→ Right-click the shape, and click **Set as Default Shape**.

➤ **To add text to a selected shape**

1. On the **Format** contextual tab, in the **Insert Shapes** group, click the **Text Box** button.
2. Click the shape, and then enter the text.

➤ **To connect two shapes**

1. In the **Shapes** gallery, under **Lines**, click one of the connector shapes.
2. Point to the first shape, point to a connection point, drag to the second shape, and when its connection points appear, release the mouse button over one of the points.

Tip Connection points are red. If a blue handle appears instead of a red one, the shapes are not connected. Click the **Undo** button on the **Quick Access Toolbar** to remove the connection line, and then redraw it.

Practice Tasks

The practice file for these tasks is located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *ManagingYourTime* presentation, on slide 1, convert the title into a WordArt object by applying the Gradient Fill – Dark Red, Accent 6, Inner Shadow style.
- On slide 1, mold the WordArt title into an upside-down triangle, with a full reflection offset by 8 points.
- On slide 2, add the word *Time* to the arrow on the left and the word *Money* to the arrow on the right. Format the words with the same WordArt style as the presentation title.
- On slide 2, use an Elbow Connector to connect the left arrow's bottom point with the right arrow's bottom point. Then increase the height of the right arrow to 4 inches.

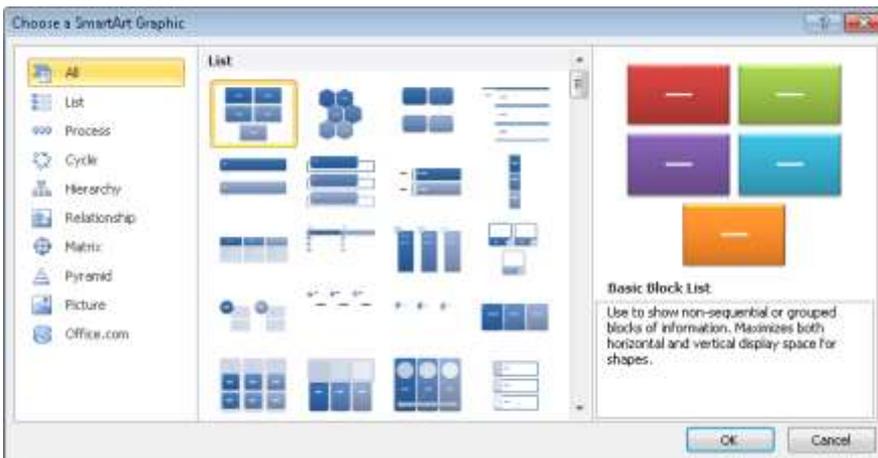
3.4 Manipulate SmartArt

Creating Diagrams

Strategy Get to know the kinds of diagrams you can create so that you can quickly pinpoint a specific type in the Choose A SmartArt Graphic dialog box. In particular, know the locations of all the diagrams whose names are preceded by *Basic*.

When you want to illustrate a process or the relationship between hierarchical elements, you can create a dynamic, visually appealing diagram by using SmartArt graphics. By using predefined sets of formatting, you can almost effortlessly put together the type and style of diagram that best conveys your information, such as the following:

- **List** Shows groups of multilevel sequential or nonsequential information.
- **Process** Visually describes the ordered set of steps required to complete a task or workflow.
- **Cycle** Represents a circular sequence of steps, tasks, or events; or the relationship of a set of steps, tasks, or events to a central, core element.
- **Hierarchy** Illustrates the structure of an organization or entity.
- **Relationship** Shows convergent, divergent, overlapping, merging, or containing elements.
- **Matrix** Shows items or concepts as they relate to the whole.
- **Pyramid** Shows proportional, interconnected, or hierarchical relationships in a triangle.
- **Picture** Creates a layout in which you can insert graphics, optionally with captions.



You can easily convert an ordinary bulleted list to a SmartArt diagram that retains the relationship of the bullet levels. Or you can create the diagram and then add text, either directly to its shapes or as a bulleted list in the text pane that opens to the left of the diagram. In this text pane, you can add shapes, delete shapes, and rearrange them by dragging them.

➤ **To create a SmartArt diagram from a bulleted list**

- ➔ Right-click any item in the list, point to **Convert to SmartArt**, and then in the gallery, click the diagram you want.

➤ **To create an empty SmartArt diagram**

- 1.** On a slide that contains a content placeholder, click the **Insert SmartArt Graphic** button.
Or
On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
- 2.** In the left pane of the **Choose a SmartArt Graphic** dialog box, click the category you want.
- 3.** In the center pane, click the desired layout.
- 4.** Click **OK**.

➤ **To add text to a SmartArt diagram**

- ➔ Click a shape, and then enter the text.

Or

- 1.** Open the **Text** pane by doing one of the following:
 - Click the button on the left side of the diagram's frame.
 - On the SmartArt Tools **Design** contextual tab, in the **Create Graphic** group, click the **Text Pane** button.
- 2.** Replace the bullet point placeholders with your own text.

➤ **To add a shape**

- ➔ In the **Text** pane, at the right end of the bullet after which you want to add the shape, press **Enter**, and enter the text for the new shape.
- ➔ Click the shape after which you want to add the shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Add Shape** button.

Tip To add a shape before the selected shape, display the Add Shape list, and then click Add Shape Before.

➤ **To promote a subordinate point to a shape or demote a shape to a subordinate point**

→ Click the subordinate point or shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Promote** or **Demote** button.

Tip Some SmartArt diagrams are not formatted to accept subordinate points within shapes. In hierarchical diagrams, adding a subordinate point in the Task pane adds a subordinate shape, not a bullet point.

➤ **To move an existing shape**

→ Click the shape, and then on the **Design** contextual tab, in the **Create Graphic** group, click the **Move Up** or **Move Down** button.

➤ **To delete a selected shape**

→ Press the Delete key.

Making Design Changes

You can customize a diagram as a whole by making changes such as the following:

- Switch to a different layout of the same type or a different type.

Tip If the text in the original diagram doesn't fit in the new layout, the text is not shown. However, it is retained so that you don't have to retype it if you switch again.

- Switch the direction of the layout.
- Add shading and three-dimensional effects to all the shapes in a diagram.
- Select a different combination of colors that coordinates with the presentation's color scheme.
- Apply fancy formatting to the text in all the shapes.

See Also For information about changing the style and adding shading and effects, see section 3.1, "Manipulate Graphical Elements." For information about formatting the text in shapes, see section 3.3 **Modify WordArt and Shapes.**

➤ **To change the layout of a selected diagram**

- ➔ On the SmartArt Tools **Design** contextual tab, in the **Layouts** gallery, click the layout you want.

Tip To switch to a different layout category, click **More Layouts** at the bottom of the gallery, and then in the **Choose A SmartArt Graphic** dialog box, click the desired category and layout.

➤ **To switch the direction of a selected diagram**

- ➔ On the **Design** contextual tab, in the **Create Graphic** group, click the **Right to Left** button.

➤ **To change the color of shapes**

1. On the **Design** contextual tab, in the **SmartArt Styles** group, click the **Change Colors** button.
2. In the **Colors** gallery, click the color scheme you want.

Changing Shapes in Diagrams

In addition to formatting a SmartArt diagram as a whole, you can select an individual shape in a diagram and change it in various ways, including increasing or decreasing its size, altering its form, and changing its color, outline, and effect. In general, you can format the shape and the text within it by using the same formatting techniques you would use for text boxes.

See Also For information about formatting text boxes and their text, see section 2.6, “Format Text Boxes.”

➤ **To change a selected shape**

1. On the SmartArt Tools **Format** contextual tab, in the **Shapes** group, click the **Change Shape** button.
2. In the **Shape** gallery, click the shape you want.

➤ **To make a selected shape larger or smaller**

- ➔ On the **Format** contextual tab, in the **Shapes** group, click the **Larger** or **Smaller** button.
- ➔ On the **Format** contextual tab, in the **Size** group, change the **Height** or **Width** setting.

Tip After customizing a diagram, you can revert to the original format by clicking the **Reset Graphic** button in the **Reset** group on the **SmartArt Tools Design** contextual tab.

Converting Diagrams to Shapes or Bullet Points

Just as you can convert a bulleted list to a SmartArt diagram, you can convert a diagram to a bulleted list. You can also convert it to a set of independent shapes.

➤ To convert a selected SmartArt diagram to a bulleted list

→ On the **SmartArt Tools Design** contextual tab, in the **Reset** group, click the **Convert** button, and then click **Convert to Text**.

➤ To convert a selected SmartArt diagram to a set of independent shapes

1. On the **Design** contextual tab, in the **Reset** group, click the **Convert** button, and then click **Convert to Shapes**.
2. On the **Drawing Tools Format** contextual tab, in the **Arrange** group, click the **Group** button, and then click **Ungroup**.

Practice Tasks

The practice file for these tasks is located in the **PowerPoint\Objective3** practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice file.

- In the *StatusMeeting* presentation, on slide 3, insert an **Organization Chart** diagram. Then enter *Florian Stiller* as the boss, *Tali Roth* as Florian's assistant, and *Ryan Danner*, *Nate Sun*, and *Erin Hagens* as Florian's subordinates.
- On slide 3, delete the shape for Florian Stiller's assistant from the organization chart. Then assign Florian another subordinate named *Lukas Keller*.
- On slide 4, convert the bulleted list to a **Continuous Block Process** diagram. Then change the layout to **Basic Venn**.
- On slide 4, change the style of the diagram to **3-D Polished**, and change the colors to **Colorful – Accent Colors**. Then format the text as **Fill – White**, **Drop Shadow**. Finally, change the color of the **Administration & HR** shape to **Dark Red**.

3.5 Edit Video and Audio Content

Inserting and Editing Video Content

Sometimes the best way to ensure that your audience understands your message is to show a video. You can insert the following types of videos in slides:

- **Video files** You can insert a digital video that has been saved as a file.
- **Videos from websites** If a video on a public website is in a format supported by Windows Media Player and the owner of the video has made it available to the public, you can insert a link to the video into a slide. Provided the video remains available in its original location, and provided you have an active Internet connection, you will be able to access and play the video from the slide.
- **Clip art videos** Clip art videos are animated graphics, rather than real videos. When you insert a clip art video, it appears as a picture on the slide, and PowerPoint adds a Format contextual tab to the ribbon so that you can adjust the way the picture looks. The clip moves only when you display the slide in Reading view or Slide Show view, and you cannot adjust its action.

After you add a video object, its first frame appears on the slide. When the video object is selected, a play bar appears below it with controls for playing the video.



You can change the way the video object appears on the slide as follows:

- Drag the object to locate it anywhere on the slide.
- Drag its sizing handles to make it larger or smaller.
- Change its appearance by adding styles, frames, and effects.

You can also customize the video so that it plays when and how you want.

> To insert a video file

1. If a slide's layout includes a content placeholder, click the **Insert Movie Clip** button.
2. In the **Insert Video** dialog box, locate and double-click the video file you want.

Or

1. On the **Insert** tab, in the **Media** group, click the **Video** button.
2. In the **Insert Video** dialog box, locate and double-click the video file you want.

> To insert a video from a website

1. Display the video you want to use, right-click it, and then click **Copy embed html**.

Tip If you don't see this command, you cannot insert this video into the slide, either because it is the wrong format or because the owner has not made it available for public use.

2. Display the slide into which you want to insert the video.
3. On the **Insert** tab, in the **Media** group, display the **Video** list, and then click **Video from Web Site**.
4. In the **Insert Video from Web Site** dialog box, click in the text box, and then press **Ctrl+V** (the keyboard shortcut for the Paste command).
5. Click **OK**.

> To insert a clip art video

1. On the **Insert** tab, in the **Media** group, display the **Video** list, and then click **Clip Art Video**.
2. In the **Clip Art** task pane, search for and click the video clip you want.
3. Click the arrow that appears to the right of the clip, and then click **Insert**.

➤ To play the video in Normal view

- ➔ Click the video object, and then do either of the following:
 - On the object's play bar, click the **Play/Pause** button.
 - On the Video Tools **Format** or **Playback** contextual tab, in the **Preview** group, click the **Play** button.

➤ To change the appearance of a selected video object

- ➔ Use the commands on the Video Tools **Format** contextual tab to format the video object just as you would a picture.

See Also For information about using styles and sizing or positioning video objects, see section 3.1, "Manipulate Graphical Elements." For information about formatting pictures, see section 3.2, "Manipulate Images."

➤ To change the settings for a selected video object

- ➔ On the Video Tools **Playback** contextual tab, in the **Video Options** group, do any of the following:
 - Click the **Volume** button to adjust the volume to low, medium, or high, or to mute the sound.
 - Specify whether the video plays automatically when the slide appears or only if you click it.
 - Select the **Play Full Screen** check box to expand the video to fill the screen.
 - Select the **Hide While Not Playing** check box to make the video object invisible while it is not active. For example, if a video plays automatically when its slide is displayed, you can choose this option to hide the video object when it has finished playing.
 - Select the **Loop until Stopped** check box to have the video play continuously until you stop it.
 - Select the **Rewind after Playing** check box to ensure that the video starts from the beginning each time it is played.

➤ To edit a selected video object

→ On the Video Tools **Playback** contextual tab, in the **Editing** group, do any of the following:

- Click the **Trim Video** button to edit the video so that only part of it plays.

Tip You can find out the total playing time of a video by displaying the Trim Video dialog box.

- Specify **Fade In** and **Fade Out** settings to have the video gradually appear and disappear.

Inserting and Editing Audio Content

You can insert the following types of sounds:

- **Audio files** You can insert an audio file such as a speech or an interview.
- **Audio clips** The audio clips that ship with PowerPoint, which include applause and a phone ring, are available from the Clip Art task pane. You can also download hundreds of sounds from Office Online.
- **Recorded sounds** You can record a sound or narration and attach it to a slide, all from within PowerPoint.

After you add an audio object, it appears on the slide represented by an icon. When the audio object is selected, a play bar appears below its icon with controls for playing the sound.



You can change the icon as follows:

- Drag the object to locate it anywhere on the slide.
- Drag its sizing handles to make it larger or smaller.
- Change its appearance by applying styles, borders, and effects.
- Replace the default icon with a picture.

You can also customize the sound so that it plays when and how you want.

➤ **To insert an audio file**

1. On the **Insert** tab, in the **Media** group, click the **Audio** button.
2. In the **Insert Audio** dialog box, locate and double-click the audio file you want.

➤ **To insert an audio clip**

1. On the **Insert** tab, in the **Media** group, display the **Audio** list, and then click **Clip Art Audio**.
2. In the **Clip Art** task pane, search for and click the sound you want.
3. Click the arrow that appears to the right of the sound, and then click **Insert**.

➤ **To attach a sound or narration to a selected slide**

Tip You must have a sound card, microphone, and speakers installed to record and test sounds. Test the microphone before beginning the recording.

1. On the **Insert** tab, in the **Media** group, display the **Audio** list, and then click **Record Audio**.
2. In the **Record Sound** dialog box, click the **Record** button, record the sound or your comments, and then click the **Stop** button.
3. Name the sound or narration, and then click **OK**.

See Also For information about recording an entire presentation, see section 8.4, "Record Presentations."

➤ **To play the sound in Normal view**

Tip You must have a sound card and speakers installed to play sounds.

- Click the audio icon, and then do either of the following:
- On the icon's play bar, click the **Play/Pause** button.
 - On the Audio Tools **Playback** contextual tab, in the **Preview** group, click the **Play** button.

➤ **To change the appearance of a selected audio icon**

- Use the commands on the Audio Tools **Format** contextual tab to format the audio object just as you would a picture.

See Also For information about using styles and sizing or positioning audio objects, see section 3.1, "Manipulate Graphical Elements." For information about formatting pictures, see section 3.2, "Manipulate Images."

➤ **To change the settings for a selected audio object**

- On the Audio Tools **Playback** contextual tab, in the **Audio Options** group, do any of the following:
- Click the **Volume** button to adjust the volume to low, medium, or high, or to mute the sound.
 - Specify whether the sound plays when the slide appears (**Automatically**), only if you click its icon (**On Click**), or throughout the presentation (**Across Slides**).
 - Select the **Hide During Show** check box to make an audio object that plays automatically invisible while the presentation is displayed in Reading view or Slide Show view.
 - Select the **Loop until Stopped** check box to have the sound play continuously until you stop it.
 - Select the **Rewind after Playing** check box to ensure that the sound starts from the beginning each time it is played.

➤ **To edit the sound for a selected audio object**

- On the **Playback** contextual tab, in the **Editing** group, do any of the following:
- Click the **Trim Audio** button to edit the sound so that only part of it plays.
 - Specify **Fade In** and **Fade Out** settings to have the sound gradually increase and decrease in volume.

Practice Tasks

The practice files for these tasks are located in the PowerPoint\Objective3 practice file folder. If you want to save the results of the tasks, save them in the same folder with *My* appended to the file name so that you don't overwrite the original practice files.

- In the *InMyBackyard* presentation, on slide 1, insert the *Bear* video file from your practice file folder. In Normal view, play the video.
- On slide 1, increase the video's brightness and contrast by 20 percent. Then apply the Bevel Rectangle style. Finally, make the video start playing automatically when the presentation is launched and make it play as long as the slide is on the screen.
- In the *ShareholdersMeeting* presentation, on slide 4, insert any audio clip of audience applause (for example, Cheers In Hall).
- On slide 4, use the *Bravo* image in your practice file folder to represent the audio object. Make the image about 2 inches tall, and move it to the lower-right corner of the slide. Then set the sound to play continuously after the icon is clicked.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 3.1** Manipulate Graphical Elements
- 3.2** Manipulate Images
- 3.3** Modify WordArt and Shapes
- 3.4** Manipulate SmartArt
- 3.5** Edit Video and Audio Content

5 Managing Calendar Objects

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Outlook 2010 relate to creating and managing appointments, events, and meetings, and displaying information in the Calendar pane. Specifically, the following objectives are associated with this set of skills:

- 5.1 Create and Manipulate Appointments and Events
 - 5.2 Create and Manipulate Meeting Requests
 - 5.3 Manipulate the Calendar Pane
-

Outlook 2010 provides full calendar and scheduling functionality to help you manage business and personal appointments, meetings, and events. Knowing how to use the calendar effectively can help you stay organized, on task, and on time.

This chapter guides you in studying ways of creating and customizing Outlook calendar items, scheduling meetings and managing meeting requests, customizing your Calendar settings to fit the way you work, and displaying different views of one or more calendars.

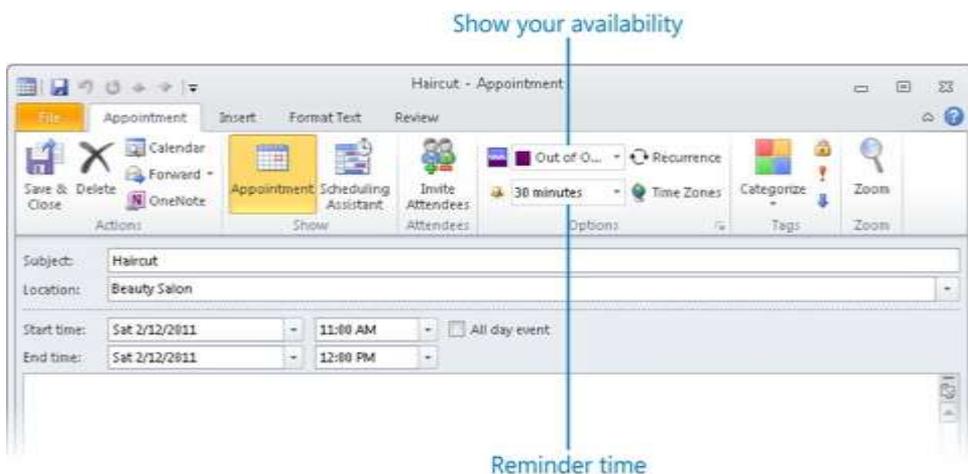
Practice Files Before you can complete the practice tasks in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the tasks in this chapter are in the Outlook\Objective5 practice file folder. A complete list of practice files is provided in "Using the Book's Companion Content" at the beginning of this book.

5.1 Create and Manipulate Appointments and Events

Scheduling Appointments

Appointments are blocks of time you schedule for only yourself (as opposed to meetings, to which you invite other Outlook users). An appointment has a specific start time and a specific end time (as opposed to an event, which occurs for one or more full 24-hour periods).

You can enter an appointment directly in the Calendar pane, in which case the time is shown on your calendar as Busy and the appointment reminder is set to 15 minutes. If you want to change those default settings, or if you want to schedule an appointment to start or end at a time that does not fit the default half-hour increments shown in the Calendar pane, you can enter the appointment in an appointment window.



Time scheduled for an appointment can be shown as Free, Tentative, Busy, or Out Of Office. You can change the reminder time or turn it off completely. You can also include information such as driving directions or website links in the content pane, and attach related files so that they are easily available to you at the time of the appointment.

Tip If you synchronize your Outlook installation with a mobile device such as a Windows Phone, an iPhone, or a BlackBerry, you can also receive reminders on your device.

You can also create an appointment based on an email message or task simply by dragging it to the Calendar button in the Navigation Pane. When you release the mouse button, an appointment window opens with the message or task subject as the appointment subject and the message or task details in the appointment window's content pane. The start and end times are set to the next half-hour increment following the current time. You can then make any necessary adjustments before saving the appointment.

Tip When you create an appointment based on an email message, the appointment window might open behind the Outlook program window. Click the Outlook button on the Windows taskbar and then click Untitled - Appointment to display the new appointment window.

Tip You can convert an appointment to a meeting by opening the appointment window, clicking the Scheduling Assistant button in the Show group on the Appointment tab, and then adding one or more attendees. For more information, see section 5.2, "Create and Manipulate Meeting Requests."

➤ **To create an appointment with default settings**

1. In the **Calendar** pane, click the desired time slot, or drag through consecutive time slots.
2. Enter the information you want to appear as the appointment subject, and then press Enter.

➤ **To create an appointment with custom settings**

1. In the **Calendar** module, on the **Home** tab, in the **New** group, click the **New Appointment** button.
2. In the appointment window, enter the information you want to appear on the calendar in the **Subject** and **Location** boxes.
3. Click the appointment start date in the left **Start time** list and, if the appointment extends across multiple days, click the appointment end date in the left **End time** list.
4. Click or enter the appointment start time in the right **Start time** list and the appointment end time in the right **End time** list.
5. On the **Appointment** tab, in the **Options** group, click your availability during the specified appointment time—**Free**, **Tentative**, **Busy**, or **Out of Office**—in the **Show As** list.
6. In the **Options** group, in the **Reminder** list, click the length of time prior to the appointment (or **None**) when you would like Outlook to display an appointment reminder.

Tip You can specify the sound to play for reminders by clicking **Sound** at the bottom of the **Reminder** list and then browsing to the sound file you want to use. You can remove the sound effect from reminders by clicking **Sound** and then clearing the **Play This Sound** check box.

7. Add notes about the appointment in the content pane.

Tip To attach a file to an appointment or event, click the **Attach File** button in the **Include** group on the **Insert** tab, and then browse to and double-click the file.

8. On the **Appointment** tab, in the **Actions** group, click the **Save & Close** button.

➤ **To change the time of an existing appointment**

- ➔ In the **Calendar** pane, drag the appointment to a different date or to a different time slot.
- ➔ In the **Calendar** pane, in Day view, Work Week view, or Week view, drag the top or bottom border of the appointment up or down to change the start or end time.
- ➔ In the **Calendar** pane, click the appointment one time to select it, press **Ctrl+X**, click the time slot to which you want to move the appointment, and then press **Ctrl+V**.
- ➔ In the appointment window, adjust the **Start date**, **End date**, **Start time**, and **End time** settings. Then on the **Appointment** tab, in the **Actions** group, click the **Save & Close** button.

➤ **To create an appointment from an email message**

1. In the Mail module, drag the message from the **Mail** pane to the **Calendar** button at the bottom of the **Navigation Pane**.
2. In the appointment window that opens, edit the appointment details as necessary.
3. On the **Appointment** tab, in the **Actions** group, click the **Save & Close** button.

Scheduling Events

Events are day-long blocks of time that you schedule on your calendar. In all other respects, events are identical to appointments. In Day, Work Week, or Week view, events are shown in the space below the header, above the schedule for the day. In Month view, events are shown above appointments and meetings.



You can enter an event directly in the Calendar pane, in which case the time is shown on your calendar as Free and the event reminder is set to 15 minutes. You can change those settings by opening the event window.

You can create an event from an email message or task by first creating an appointment and then converting it to an event.

➤ **To create an event with default settings**

1. In the Calendar module, display the date on which you want to schedule the event in Day view, Work Week view, or Week view.
2. At the top of the **Calendar** pane, click (don't double-click) the space between the header and the first time slot.

Tip *Click to add event* appears in the space when you point to the correct space.

3. Enter the event subject, and then press Enter.

Or

1. Display the Calendar module in Month view.
2. Click an empty area of the cell below the header of the date on which you want to schedule the event.

Tip The cell color changes to indicate that the date is selected, but no text indicator appears.

3. Enter the event subject, and then press Enter.

➤ **To create an event with custom settings**

1. In the Calendar module, display the date on which you want to schedule the event.
2. In Day view, Work Week view, or Week view, double-click the space between the header and the first time slot.

Or

In Month view, double-click the cell below the date header.

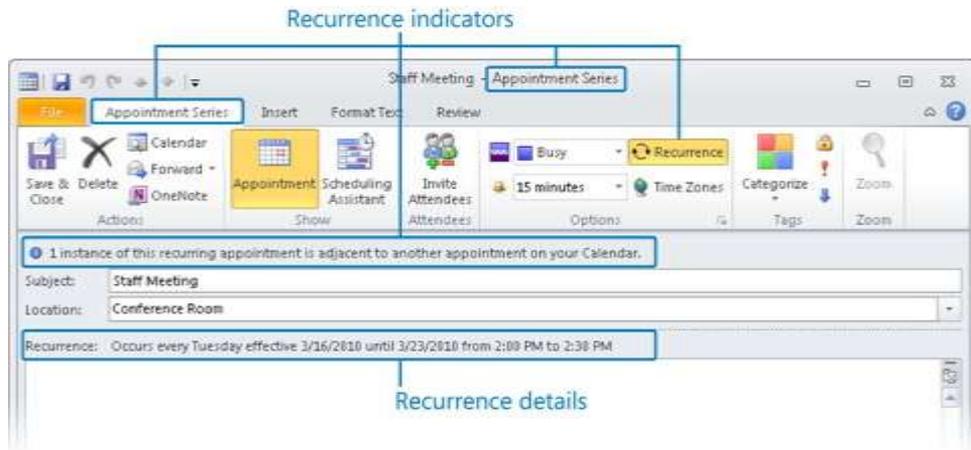
Tip You can also open a new event window by clicking **All Day Event** on the **New Items** menu without first clicking the space above the time slots.

3. In the **Untitled - Event** window that opens, fill in the **Subject** and **Location** boxes and set the **Show As** and **Reminder** options.
4. On the **Event** tab, in the **Actions** group, click the **Save & Close** button.

Strategy Practice creating appointments, meetings, and events from scratch and from email messages; then practice changing a calendar item from one type to another, changing its details, and attaching files to it.

Setting Recurrence and Privacy Options

If an appointment, event, or meeting will happen more than once at specific intervals, such as every Tuesday or every month, you can set it up as a recurring appointment, event, or meeting series. Outlook then creates multiple instances of the appointment in your calendar at the time interval you specify. Calendar items in a recurring series are linked; if you need to make changes, you can choose to update a specific occurrence or all occurrences.



You can mark any item in your calendar as Private. Then when other people look at your calendar, they can see that you are free, busy, or out of the office, but they can't see why.



➤ To mark a Calendar item as private

- ➔ In the item window, on the **Appointment**, **Event**, or **Meeting** tab, in the **Tags** group, click the **Private** button.

➤ To create a recurring Calendar item

1. In the item window, on the **Appointment**, **Event**, or **Meeting** tab, in the **Options** group, click the **Recurrence** button.

2. In the **Recurrence pattern** area of the **Appointment Recurrence** dialog box, click a frequency option.
3. In the adjacent area, which changes according to the frequency option you select, adjust the settings to reflect the desired recurrence.
4. In the **Range of recurrence** area, select the appropriate end date for the series of appointments or events.
5. Click **OK**.

➤ **To cancel the recurrence of a Calendar item**

1. In the **Calendar** pane, click (don't double-click) the item.
2. On the **Calendar Tools** **Appointment Series**, **Event Series**, or **Meeting Series** contextual tab, in the **Options** group, click the **Recurrence** button.
3. In the **Appointment Recurrence** dialog box, click the **Remove Recurrence** button.

Strategy Practice creating private appointments on your calendar; then ask a coworker to verify that he or she can't see the appointment details in Outlook.

➤ **To edit one or all occurrences of a recurring Calendar item**

1. In the **Calendar** pane, double-click the recurring item.
2. In the **Open Recurring Item** dialog box, click **Open this occurrence** to edit only the item you clicked, or click **Open the series** to edit all occurrences in the series. Then click **OK**.

Working with Appointments and Events

To share information about an appointment or event, without specifically creating a meeting and inviting people to the meeting as attendees, you can forward the appointment or event information as an email attachment or you can distribute a printout of the appointment or event information.

➤ **To forward an appointment or event**

1. In the appointment or event window, on the **Appointment** or **Event** tab, in the **Actions** group, do one of the following:
 - Click the **Forward** button to create an email message that has the appointment or event attached as an Outlook item.
 - Click the **Forward** arrow and then click **Forward as iCalendar** to create an email message that has the appointment or event attached as an iCalendar file.

Tip You can forward an appointment or event as an iCalendar attachment to people who use email programs other than Outlook.

2. Address and send the email message.

➤ **To print appointment or event details**

1. Open the appointment or event window.
2. On the **Print** page of the Backstage view, specify the print options you want, and then click the **Print** button.

Practice Tasks

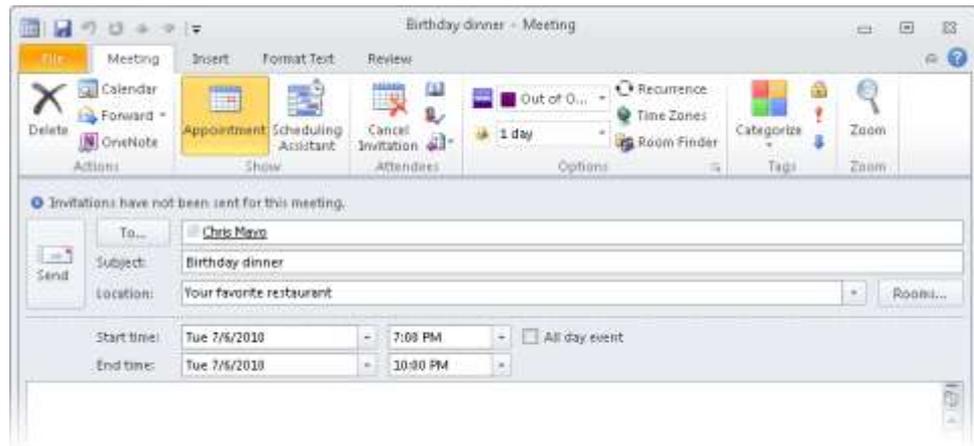
The practice file for these tasks is located in the Outlook\Objective5 practice file folder.

- Display tomorrow's date in the Calendar pane. Create a half-hour appointment from 11:30 A.M. to 12:00 P.M., with the subject *MOS Lunch with Jane*. Accept all other default settings.
- Without opening the appointment window, change the start time of the *MOS Lunch with Jane* appointment to 10:30 A.M and the end time to 11:30 A.M.
- Specify the location of the *MOS Lunch with Jane* appointment as *Fourth Coffee*, and set a reminder to appear at 9:30 A.M. Set the appointment options so that other Outlook users see that you will be out of the office from 10:30 A.M. to 11:30 A.M. but can't see any appointment details.
- Create a recurring one-hour appointment on the first Monday of the month at 6:00 P.M. with the subject *MOS Book Club*. Set the series to end after six occurrences.
- Create a two-day event on Tuesday and Wednesday two weeks from now in Portland, Oregon, with the subject *MOS Annual Meeting and Retreat*. Attach the *Agenda* document to the event.
- Forward the *MOS Annual Meeting and Retreat* event information to yourself as an email message attachment.

5.2 Create and Manipulate Meeting Requests

Creating Meeting Requests

You can send a meeting invitation (referred to as a *meeting request*) to any person who has an email account (even to people who don't use Outlook). You can let people who don't have to attend the meeting know that it is taking place by marking their attendance as optional. The meeting request can include text and web links, as well as file attachments to ensure that attendees have specific information available to them.



Meeting requests include two pages: the Appointment page and the Scheduling Assistant page. You can change the date and time and invite attendees on either page. You can specify whether a specific attendee is required or optional on the Scheduling Assistant page.



See Also For information about the Scheduling Assistant page, see “Scheduling Meetings” later in this section.

By default, meeting requests that you send include a standard set of response options that allow meeting request recipients to accept, tentatively accept, or decline the meeting request; to propose a new meeting time; to reply to the meeting organizer or to all attendees; or to forward the meeting request. You can remove the option to propose a new meeting time, or remove the response options entirely (for example, when sending a meeting request to a particularly large group of people).

You can add an attendee to a meeting at any time. If this is the only change you make to the attendee list, Outlook gives you the option of sending an update only to the new attendee.

Just as you can create recurring appointments and events, you can create recurring meetings by setting the recurrence options in the Appointment Recurrence dialog box.

➤ To invite required attendees to a meeting

1. In the Calendar module, display the date on which you want to schedule the meeting.
2. On the **Home** tab, in the **New** group, click the **New Meeting** button.

3. In the meeting window, enter the email addresses of the meeting attendees in the **To** box.
 4. In the **Subject** box, enter the name of the meeting; and in the **Location** box, indicate where the meeting will take place.
 5. Adjust the **Start time** and **End time** settings, and then click **Send**.
- **To invite an optional attendee to a meeting**
1. On the **Appointment** page of the meeting window, enter the email address of the optional attendee in the **To** box.
 2. On the **Meeting** tab, in the **Show** group, click the **Scheduling Assistant** button.
 3. In the **All Attendees** list, click the icon immediately to the left of the optional attendee's name and then, in the list, click **Optional Attendee**.
- **To set response options**
1. In the meeting window, on the **Meeting** tab, in the **Attendees** group, click the **Response Options** button.
 2. To remove the option for attendees to propose alternative meeting times, click **Allow New Time Proposals** to clear the selection of this default setting.
 3. To remove all meeting response options, click **Request Responses** to clear the selection of this default setting.
- **To create a recurring meeting**
1. In the meeting window, on the **Meeting** tab, in the **Options** group, click the **Recurrence** button.
 2. In the **Recurrence pattern** area of the **Appointment Recurrence** dialog box, click a frequency option, and adjust settings to reflect the desired recurrence.
 3. In the **Range of recurrence** area, select the appropriate end date for the series of meetings. Then click **OK**.
- **To add a meeting attendee**
1. In the meeting window, enter the new attendee in the **To** box.
 2. To the left of the **To** box, click the **Send Update** button.
 3. In the **Send Update to Attendees** dialog box, click **Send updates only to added or deleted attendees**, and then click **OK**.

Scheduling Meetings

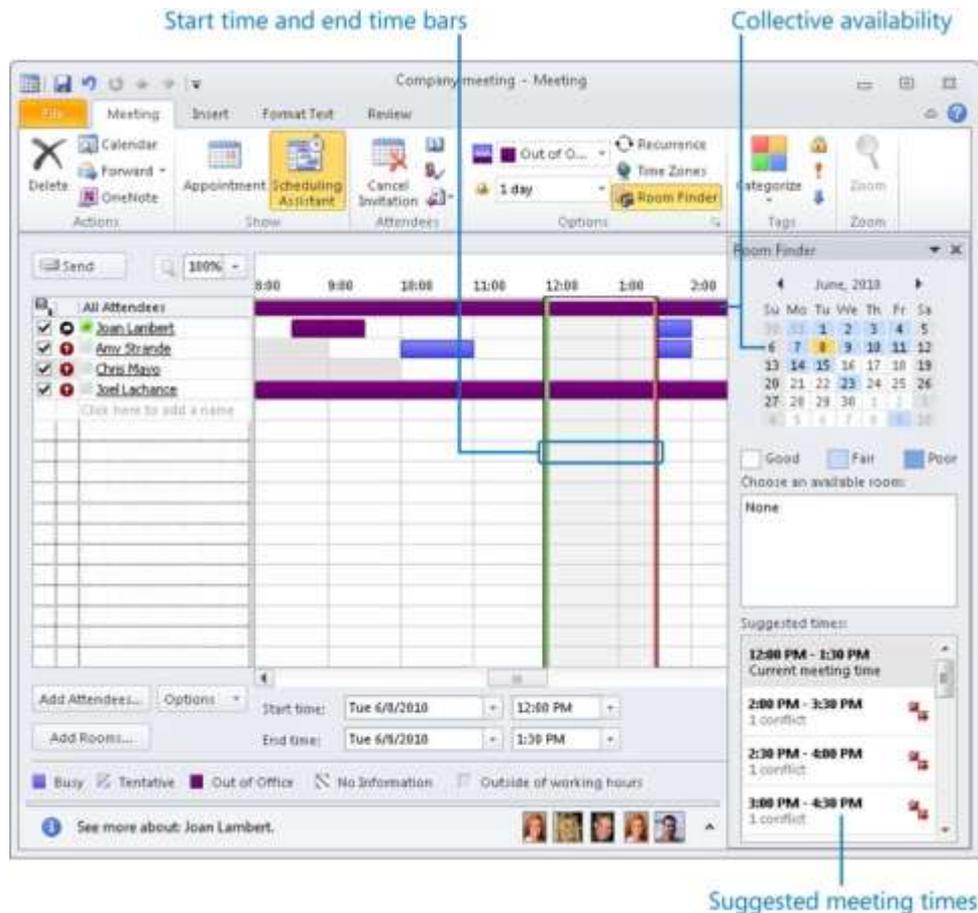
An important factor when scheduling a meeting with many attendees is finding a time that works for everyone. The Scheduling Assistant page of a meeting request window displays the availability of people within your organization and of people outside of your organization who have published their schedules to the Internet. Colored blocks indicate the availability of each invitee: time is shown as white (Available), blue (Busy), purple (Out of Office), or gray (outside of working hours). Light-blue diagonal stripes indicate tentatively scheduled time. Gray diagonal stripes indicate that no information is available (either because Outlook can't connect to a person's calendar or because the proposed meeting is further out than the scheduling information stored on the server). The selected meeting time is light gray bordered by green (start time) and red (end time) vertical bars.

The All Attendees row at the top of the schedule indicates the collective schedule of all the invitees for the displayed time period. The calendar in the upper-right corner of the Scheduling Assistant page indicates the collective availability of the group by color:

- Days when all attendees are available are white (Good).
- Days when most attendees are available are light blue (Fair).
- Days when most attendees are not available are medium blue (Poor).
- Days that occur in the past and non-working days are gray; scheduling suggestions are not provided for those days.

Selecting a date in the calendar displays suggested meeting times for that day. The availability of required attendees is shown separately from that of optional attendees and resources.

If your organization is running Microsoft Exchange Server 2010 or Exchange Server 2007, Outlook simplifies even further the process of selecting a suitable meeting time by displaying a list of suggested meeting times on the right side of the Scheduling Assistant page. The Suggested Times list displays meeting times of any duration you specify in the Duration list and indicates for each time the number of required and optional attendees who are available.



If your organization is running Exchange Server and the Exchange Server directory includes shared resources such as conference rooms or presentation equipment, you can include these resources when scheduling a meeting.

See Also For information about comparing multiple schedules in a horizontal Schedule view, see section 5.3, "Manipulate the Calendar Pane."

➤ **To schedule a meeting with a message sender**

1. In the message window or **Reading Pane**, point to the message sender's name or email address.
2. In the contact card that appears, click the **View more options for interacting with this person** button and then, in the list, click **Schedule a Meeting**.

See Also For information about contact cards, see section 4.1, "Create and Manipulate Contacts."

➤ **To schedule a meeting with any person**

1. In the Calendar module, display the date on which you want to schedule the meeting.
2. On the **Home** tab, in the **New** group, click the **New Meeting** button.
3. On the **Appointment** page of the meeting window, enter the meeting attendees in the **To** box.

Or

On the **Scheduling Assistant** page of the meeting window, enter the meeting attendees in the **All Attendees** list.

Tip Click the **To** button on the **Appointment** page or click the **Address Book** button in the **Attendees** group on the **Scheduling Assistant** page to display the **Select Attendees And Resources** dialog box from which you can select contacts from any address book.

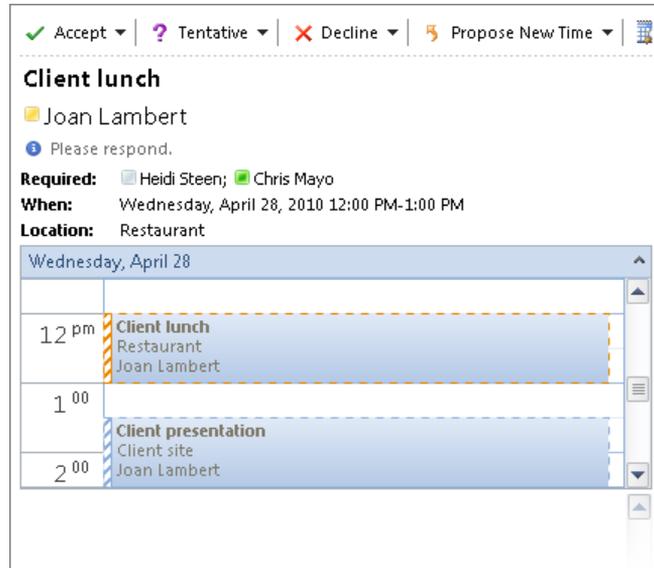
4. On the **Appointment** page, enter the meeting dates, start time, and end time in the appropriate boxes.
- Or*
- On the **Scheduling Assistant** page, enter or select a meeting time.
5. On the **Appointment** page or the **Scheduling Assistant** page, click the **Send** button.

➤ **To use Smart Scheduling to schedule a meeting**

1. On the **Scheduling Assistant** page of the meeting window, specify the required and optional attendees, as well as any necessary resources.
2. In the **Suggested times** list on the right side of the window, click a meeting time when all or most of the required attendees are available.

Responding to Meeting Requests

When someone schedules a meeting with you as an attendee, Outlook sends you a meeting request, which you receive in your Outlook Inbox. When you receive the meeting request, Outlook automatically schedules the meeting on your calendar as Tentative.



You can respond to a meeting request in one of four ways:

- **Accept** Outlook deletes the meeting request and shows the scheduled time on your calendar as the meeting organizer indicated in the meeting request.
- **Tentatively accept** Outlook deletes the meeting request and shows the time on your calendar as tentatively scheduled.
- **Decline** Outlook deletes the meeting request and removes the meeting from your calendar.
- **Propose a new time** Outlook sends your proposal to the meeting organizer for confirmation and shows the original time on your calendar as tentatively scheduled.

When a meeting attendee responds to a meeting request from you, you receive a meeting response in your Inbox. The icon and subject of the meeting response message indicate the attendee's response. In the meeting window, Outlook displays the number and type of responses from attendees in a banner below the ribbon. Either way, you always have an up-to-date report of how many people will be attending your meeting.

If you set up a meeting that includes resources, such as a conference room, the meeting request sent to that resource might be automatically approved, or the person assigned responsibility for the resources might approve the request.

➤ **To accept, tentatively accept, or decline a meeting request**

1. In the meeting request window or **Reading Pane**, click the **Accept** button, the **Tentative** button, or the **Decline** button.
2. Choose one of the following response options:
 - Click **Edit the Response before Sending**. In the meeting response window that opens, enter a message to the meeting organizer in the content pane, and then click the **Send** button.
 - Click **Send the Response Now** to send a standard meeting response without an additional message.
 - Click **Do Not Send a Response** to not send a meeting response. Your response will be tallied by Outlook and included in the up-to-date attendee information available to the meeting organizer in the meeting window.

➤ **To propose a new meeting time**

1. In the meeting request window or **Reading Pane**, click the **Propose New Time** button, and then do one of the following:
 - Click **Tentative and Propose New Time** to mark the meeting time on your calendar as tentatively scheduled.
 - Click **Decline and Propose New Time** to remove the meeting from your calendar.
2. In the **Propose New Time** dialog box, set the proposed meeting date, start time, and end time, and then click the **Propose Time** button.
3. In the meeting response window that opens, enter a message to the meeting organizer, and then click the **Send** button.

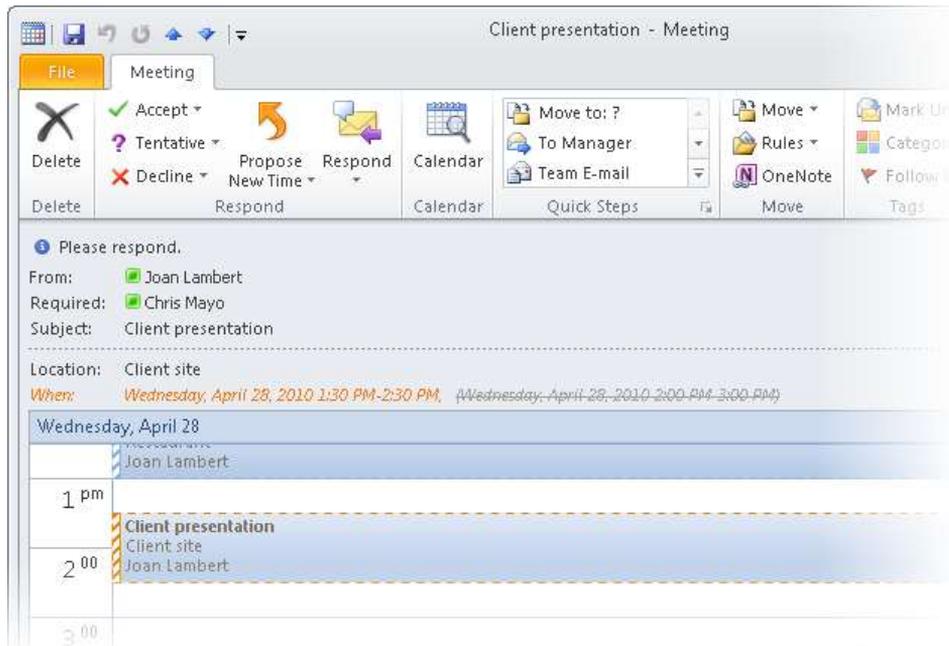
► To track responses to a meeting request

- In the meeting window, do one of the following:
 - In the information bar below the ribbon, view the tally of attendees who have accepted, tentatively accepted, or declined.
 - On the **Meeting** tab, in the **Show** group, click the **Tracking** button to see a complete list of attendees' responses.

Tip To send an email message to everyone you've invited to a meeting, open the meeting window, and click the **Contact Attendees** button in the **Attendees** group on the **Meeting** tab. Then click **New E-mail To Attendees** to open a blank message composition window or **Reply To All With E-mail** to open a message composition window that contains the meeting details.

Rescheduling and Canceling Meetings

If it is necessary to change the date, time, or location of a meeting, you can easily do so in the meeting window. You can also cancel the meeting entirely. If the meeting you want to change is recurring, you can change an individual occurrence of the meeting or the entire meeting series. After you make changes, Outlook sends an updated meeting request to the invited attendees to keep them informed. Changes to the meeting details are clearly indicated.



If an invitee cannot attend the meeting at the scheduled time and proposes a new meeting time, as the organizer of the meeting, you can accept or decline the proposal. If you accept, Outlook updates the entry in your calendar and opens the meeting window so you can send an updated meeting request to the attendees. If the proposed time doesn't work for you, reply to or delete the proposal.

Tip You can specify that attendees cannot propose new meeting times. To do this for all meetings, open the Outlook Options dialog box, click **Calendar**, and then clear the **Allow Attendees To Propose New Times For Meetings** check box. To do it for the current meeting request, click **Response Options** in the **Attendees** group on the **Meeting** tab, and then clear the **Allow New Time Proposals** check box.

> **To update a one-time meeting**

1. Double-click the meeting in the **Calendar** pane.
2. In the meeting window, make any necessary changes.
3. Click the **Send Update** button.

> **To update a recurring meeting**

1. Double-click the meeting in the **Calendar** pane.
2. In the **Open Recurring Item** dialog box, click either **Open this occurrence** or **Open the series**, and then click **OK**.
3. In the meeting window, make any necessary changes.
4. Click the **Send Update** button.

> **To cancel a meeting**

1. In the meeting window, on the **Meeting** tab, in the **Actions** group, click the **Cancel Meeting** button.
2. If the meeting is a recurring one, in the **Confirm Delete** dialog box, click either **Delete this occurrence** or **Delete the series**, and then click **OK**.
3. To inform attendees that the meeting has been canceled, click the **Send Cancellation** button.

➤ **To accept a proposed meeting time change**

- ➔ In the meeting response window, in the **Respond** group, click **Accept Proposal**, and then click **Send Update**.

➤ **To decline a proposed meeting time**

1. In the meeting response window, in the **Respond** group, click the **Reply** button.
2. In the email message, enter text to inform the attendee that you are not accepting the proposed time, and then click **Send**.
3. Delete the **New Time Proposed** message.

Practice Tasks

There are no practice files for these tasks. Before you begin, alert two colleagues that you are going to practice scheduling meetings.

- Create a request for a half-hour meeting with a colleague, with the subject *MOS Status Meeting*, at 3:00 P.M. tomorrow. Enter *Test – please accept* as the location, and send the request to one person.
- Add a second colleague as an optional attendee to the meeting request for the *MOS Status Meeting*, and then send the meeting request only to the new attendee.
- Schedule a one-hour *MOS Budget Meeting* with two colleagues at the first available time next week. Set up this meeting to occur at the same time every month for three months.
- Reschedule the *MOS Budget Meeting* to the week after next, and then send the updated meeting request.
- Ask a colleague to send you a meeting request for a meeting with the subject *MOS Project Meeting*. When the meeting request arrives, tentatively accept the meeting and propose that the meeting be held at the same time on the following day.
- Cancel the *MOS Status Meeting* and *MOS Budget Meeting* meetings and send cancellation notices to the attendees.

5.3 Manipulate the Calendar Pane

Arranging Calendar Content

You can arrange the Calendar module to display specific time periods in the Calendar pane. The standard time periods are available from the Arrangement group on the View tab or the Arrange group on the Home tab. These time periods are:

- **Day** Displays one day at a time separated into half-hour increments.
- **Work Week** Displays only the days of your work week. The default work week is Monday through Friday from 8:00 A.M. to 5:00 P.M. Time slots that fall within the work week are white on the calendar; time slots outside of the work week are colored.

See Also For information about modifying the days and hours of the work week shown in Outlook, see section 1.1, “Apply and Manipulate Outlook Program Options.”

- **Week** Displays one calendar week (Sunday through Saturday) at a time.
- **Month** Displays one calendar month at a time, as well as the preceding and following weeks (for a total of six weeks, the same as the Date Navigator). When displaying Month view, you can choose one of three detail levels:
 - **Low Detail** Displays a calendar that is blank except for events.
 - **Medium Detail** Displays events and shaded, unlabeled bars to indicate appointments and meetings.
 - **High Detail** Displays events and labeled bars to indicate appointments and meetings.

You can also display a horizontal Schedule view of one or more calendars. Schedule view is a new feature in Outlook 2010 that is designed to simplify the process of comparing short periods of time across multiple calendars.



- **To change the time period displayed in the Calendar pane**
 - ➔ On the **View** tab, in the **Arrangement** group, click the **Day**, **Work Week**, **Week**, or **Month** button.
- **To change the amount of information shown in Month view**
 - ➔ On the **View** tab, in the **Arrangement** group, click the **Month** arrow, and then click **Show Low Detail**, **Show Medium Detail**, or **Show High Detail**.
- **To display a specific day, week, or month from the Calendar pane**
 - ➔ In **Month** view, click the week tab at the left edge of a week to display only that week.
 - ➔ In **Month**, **Week**, or **Work Week** view, double-click the header of an individual day to display only that day.
 - ➔ Display the previous or next time period by clicking the **Back** button or the **Forward** button next to the date or date range.
 - ➔ Display the current day by clicking the **Today** button in the **Go To** group on the **Home** tab.

> To display a specific day, week, or month from the Date Navigator

→ To display a day, click that day.

Tip If you're displaying the calendar in Day, Work Week, or Week view, the day appears and is highlighted in the current view. If you're displaying the calendar in Month view, the display changes to Day view.

→ To display a week, click the margin to the left of that week. Or, if you display week numbers in the Date Navigator and Calendar, click the week number to display that week.

See Also For information about displaying week numbers, see section 1.1, "Apply and Manipulate Outlook Program Options."

Tip In any calendar view, selecting a week in the Date Navigator changes the display to Week view.

→ To display a month, click the **Previous** or **Next** button to scroll one month back or forward, or click the current month name and hold down the mouse button to display a range of months, point to the month you want to display, and then release the mouse button. To scroll beyond the seven-month range displayed by default, point to the top or bottom of the month list.

Tip In Month view, scrolling the month displays the entire month; in Day view, it displays the same date of the selected month; and in Week or Work Week view, it displays the same week of the selected month.

> To display multiple calendars in Schedule view

1. On the **View** tab, in the **Arrangement** group, click the **Schedule View** button.
2. In the **Navigation Pane**, select the check boxes of the calendars or calendar groups you want to display.

See Also For information about modifying the way Outlook displays information in Schedule view, see section 1.1, "Apply and Manipulate Outlook Program Options."

Displaying Different Views

The Calendar module offers four distinct views of content. These views are:

- **Calendar** This is the standard view in which you display your Outlook calendar. In the Day, Work Week, or Week arrangement, Calendar view displays the subject, location, and organizer (if space allows) of each appointment, meeting, or event, as well as the availability bar and any special icons, such as Private or Recurrence.
- **Preview** In the Day, Work Week, or Week arrangement, this view displays additional information, including information from the notes area of the appointment window, as space allows.
- **List** This list view displays all appointments, meetings, and events on your calendar.
- **Active** This list view displays only future appointments, meetings, and events.

When working in a list view, you can group calendar items by selecting a field from the Arrangement gallery on the View tab.

Tip In this book, we assume you are working in Calendar view, and refer to the standard Calendar view arrangements as *Day view*, *Work Week view*, *Week view*, and *Schedule view*.

➤ To display a different view of the Calendar module

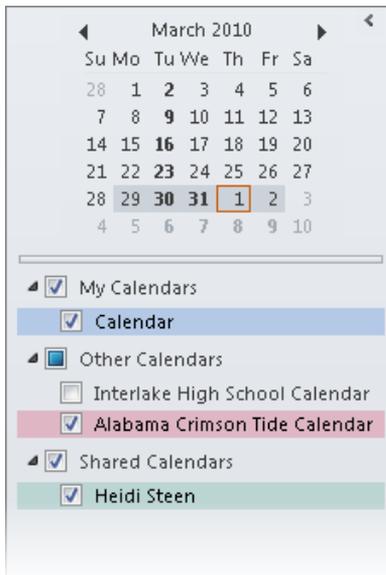
- ➔ On the **View** tab, in the **Current View** group, click the **Change View** button, and then click **Calendar**, **Preview**, **List**, or **Active**.

Displaying Multiple Calendars

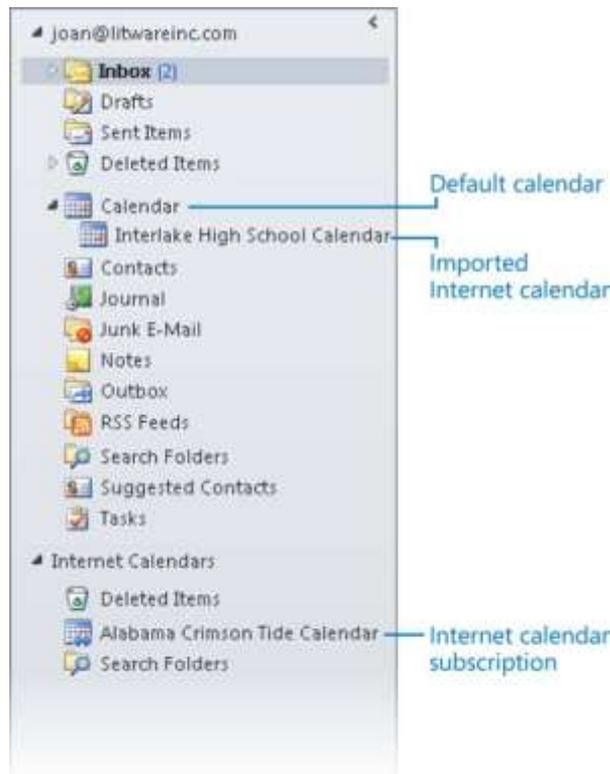
Secondary calendars are calendars that you create, import, or subscribe to, or that other people share with you. You can view secondary calendars either individually or at the same time as your primary calendar. You can view multiple calendars next to each other, or you can overlay them to display a composite view. When you view and click a date in the Date Navigator or scroll one calendar, all the currently displayed calendars show the same date or time period.



In the Calendar module, the Navigation Pane displays a list of the available calendars. You display or hide a calendar by selecting or clearing its check box.



In the Mail module, calendars are shown in the expanded folder list. You display a calendar in the Calendar module by clicking it in the folder list.



If you meet frequently with the same people, you can create a calendar group that displays the schedules of multiple people within your organization in one place. Then any time you need to schedule a meeting with that group of people, you can display the calendar group in Schedule view, visually compare schedules, and then send a meeting request for a time when everyone is available.

➤ To create a secondary calendar

1. In the Calendar module, on the **Folder** tab, in the **New** group, click the **New Calendar** button.
2. In the **Create New Folder** dialog box, name the calendar, select its location, and then click **OK**.

➤ **To create a calendar group by choosing group members**

1. In the Calendar module, on the **Home** tab, in the **Manage Calendars** group, click the **Calendar Groups** button and then, in the list, click **Create New Calendar Group**.
2. In the **Create New Calendar Group** dialog box, enter a name for the group and then click **OK**.
3. In the **Select Name** dialog box, double-click the names of the people whose calendars you want to include in the calendar group to add them to the **Group Members** box, and then click **OK**.

Tip You can display an up-to-date group schedule at any time by selecting the check box of the calendar group in the Navigation Pane. You can hide the group schedule by clearing the check box.

➤ **To create a calendar group containing the currently displayed calendars**

1. On the **Home** tab, in the **Manage Calendars** group, click the **Calendar Groups** button and then, in the list, click **Save as New Calendar Group**.
2. In the **Create New Calendar Group** dialog box, enter a name for the group and then click **OK**.

➤ **To delete a calendar group**

1. In the **Navigation Pane**, right-click the name of the calendar group, and then click **Delete Group**.
2. In the confirmation dialog box, click **Yes**.

➤ **To display multiple calendars**

- In the **Navigation Pane**, select the check boxes of the calendars or calendar group you want to view.

➤ **To switch between Overlay Mode and Side-By-Side Mode**

- On the title bar tab of any secondary calendar, click the **View in Overlay Mode** button. In Overlay Mode, click either calendar tab to display that calendar on top of the other calendar.
- On either of the overlaid calendars, click the **View in Side-By-Side Mode** button to return to the standard display.

Changing Calendar Colors

Each calendar you display in Outlook has 1 of 15 standard colors assigned to it. The calendar color is used in the Navigation Pane, in the calendar header, and when creating appointments and meetings in the Calendar pane. The calendar color helps you to visually differentiate between calendars, and is especially useful when viewing multiple calendars in Overlay Mode. By default, Outlook automatically assigns a color to each new calendar that is different from the colors of existing calendars. You can change the color of any calendar.

► To change a calendar color

1. Display the calendar for which you want to change the color. If you're displaying multiple calendars, select the calendar you want to change by clicking its tab.
2. On the **View** tab, in the **Color** group, click the **Color** button. Then in the **Color** gallery, click the color you want to assign to the calendar.

Practice Tasks

There are no practice files for these tasks. Before you begin, alert a colleague that you are going to practice sharing your calendar.

- Display the calendar for next month. By clicking in the Calendar pane, display only the second week of the month. By clicking in the Date Navigator, display only the fifteenth day of the month.
- Create a secondary calendar named *MOS Schedule*, and display it beside your primary calendar.
- Change the color of the *MOS Schedule* calendar to one of your choosing.
- Create a calendar group named *MOS Team* that includes the secondary calendar and the calendar of a colleague, and display the calendar group in Schedule view.
- Display the *MOS Team* calendar group in Overlay Mode.
- Delete the *MOS Team* calendar group.
- Hide the *MOS Schedule* calendar.

Objective Review

Before finishing this chapter, ensure that you have mastered the following skills:

- 5.1 Create and Manipulate Appointments and Events
- 5.2 Create and Manipulate Meeting Requests
- 5.3 Manipulate the Calendar Pane

We hope you enjoyed this free chapter from the **MOS Study Guide 2010 for Microsoft Word, Excel, PowerPoint & Outlook Exams**.

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